

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Personnel  
5E56 Hq.

EXTENSION

NO.

DATE

4 MAR 1964

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 Deputy Director for Support  
7D18 Hq.

3/4/64

7/9/64

18/1/64

2.

[REDACTED]

7/16/64

29/6/64

3 Executive Director  
7E12 Hq.

18/5/64

18/5/64

4.

D/Personnel

18/5/64

20/5/64

5.

Sherry, file

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

25X1A9a  
In accordance with conversations with [REDACTED], there are attached notes suggesting the scope and general content of a lecture for supervisors. It is understood that the proposed lecture would be given, perhaps annually, to all first-line supervisors at headquarters and might be given in separate sessions for each Directorate. With appropriate emphasis on the personnel security aspects of the points covered, this kind of lecture might implement the recommendation in the IG's security survey pertaining to supervisory training.

We have been working with OTR on the development of a series of films concerning supervision. If a lecture along the lines suggested should become a regular event, we believe that much of it might in time be replaced by films.

As indicated in our first report of the request for these notes, we believe that a lecture along the lines suggested should be further developed and sponsored by the Office of Training as part of its regular training program.

Mr. Echols: I assume this is returned for filing.  
B